Library Materials Selection Policy

Objectives:

It is the policy of Roger D. Gehring Academy of Science Technology to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and to allow the review of allegedly inappropriate materials through established procedures.

The selection of materials shall be consistent with the District's Statement of Educational Principles which state in part: "The Board of School Trustees of the Clark County School District recognizes that it is the responsibility for educating all students in the district regardless of ability, race, color, religion, nationality, or sex."

The following selection objectives have been adopted to ensure the school media program is an integral part of the educational program:

- ✔ A comprehensive collection of instructional materials selected in compliance with these written criteria and maximum access to these materials is provided.
- ✔ Materials that support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles, are stocked.
- ✔ Materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards are present.
- ✔ Background of information that enables students to make intelligent judgments in their daily lives.
- ✔ Materials on opposing viewpoints regarding controversial issues are available so that users may develop the skill of critical analysis.
- ✔ Materials that realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage are provided.
- ✔ Principles will be placed above personal opinions and reason regarding the selection of materials of the highest quality to ensure a comprehensive media collection appropriate for its users.

Responsibility:

The principal at Roger D. Gehring Academy of Science Technology is legally responsible for the operation of the school. However, the librarian is responsible for the selection of the materials. The librarian enlists the involvement of students and staff in selecting materials for the collection.

Evaluated on the Basis of:

Overall purpose
Timeliness or permanence
Importance of the subject matter
Quality of the writing/production
Readability and popular appeal
Authoritativeness
Reputation of the author
Format and price

Criteria:

The educational goals of Roger D. Gehring Academy of Science Technology are to assist with individual student learning modes, teaching styles, curricula needs as well as faculty and students' needs. Existing materials and networking arrangements will be considered in developing the library/media center collection. Guidelines for the evaluation and selection of library resources are as follows:

- Relevance to today's world
- Represent qualities of artistic, historic, and literary values
- Represent differing viewpoints on controversial subjects
- Provides stimuli for creativity

Procedures:

The librarian will evaluate the existing collection, assess curricular needs, interpret statistics, and consult reputable selection aids (i.e., School Library Journal, ALA, etc.) as well as fellow colleagues in order to obtain materials that will enhance the collection. Gifted and/or donated materials will be judged by the criteria listed in the preceding sections and will be accepted or rejected based on those premises. Selection is an ongoing process that will include the removal of materials that are no longer appropriate, outdated materials, materials that lack modernized theories and practice of current educational trends, worn, torn, and those materials in disrepair or those materials that lack educational value. These criteria apply not only to rotating stock

inventory but to reference materials, teacher materials, gifted/donated materials, and teacher resources.

The school library media professional, in conjunction with teachers, students, and administrators, will be responsible for the selection of materials. In coordinating this process, the school library media specialist will do the following:

1. Arrange, when possible, for a firsthand examination of the items to be purchased.
2. Use reputable, unbiased, professionally prepared selection tools when firsthand examination of materials is not possible. Among the sources to be consulted are:
    - School Library Journal
    - Hornbook
    - Children's Catalog
    - Bulletin for the Center for Children's Books
    - Book Bag
    - Book Links
    - Follett Titlewave
    - Reading Teacher
    - Multimedia Schools
    - Ipage (Ingram Books)
3. Consider recommendations from faculty, students, and parents.
4. Purchase duplicates of extensively used material.
5. Purchase replacements for worn, damaged, or missing materials basic to the collection.
6. Determine a procedure for preventive maintenance and repair of material.

Weeding:

The library collection will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the current needs of the users. Materials no longer appropriate should be removed. Lost or worn materials of lasting value should be replaced. Materials considered for weeding should include items:

- In poor physical condition
- Containing obsolete subject matter
- No longer needed to support the curriculum or student/faculty interests
- Superseded by more current information
- Containing inaccurate information

Reconsideration:

The library/media center endorses the American Library Association's (ALA) "Library Bill of Rights", the "Freedom to Read Statement", and the "Intellectual Freedom Statement," which are

inherent in the First Amendment to the Constitution of the United States. These three documents are considered guiding principles for this collection development policy. If a complaint is made, due process, as outlined in the Clark County School District's Library Services Manual, will be followed.

1. Complaint will be asked to complete a CCF-400, Request for Review of Educational Materials or Procedures.
2. The Library-Media Center Review Committee will serve in a review capacity for challenged material. The committee will consist of the librarian, three teachers, two parents, and the principal or his/her designee.
3. A meeting of the review committee will be scheduled within one week of the receipt of the form.
4. Material will be judged by the committee as to its conformance with the criteria for selection listed in this policy.
5. The committee, following procedures outlined in Clark County School District Regulation 6150, may leave the material in the library on open shelving, remove the material from the library or place the material on open shelving to be circulated only to students with written parental permission.
6. Challenged materials will remain in circulation until the process is completed.